

**JOB DESCRIPTION  
OLD FORT GOLF COURSE  
SUPERINTENDENT/MAINTENANCE**

**1. JOB TITLE: SUPERINTENDENT/MAINTENANCE**

- 2. DEFINITION:** This employee is full-time and is responsible for participating and assisting in the planning and coordinating of all maintenance and projects related to the upkeep of the golf course. Instructions to the employee are generally specific; however, there are times the employee must exercise independent judgment when completing assigned tasks. The employee is under the immediate supervision of the Deputy Manager and the General Manager of the Golf Course Department. All employees are responsible to the City Manager. This position is classified as Non-Exempt for the purpose of the Fair Labor Standards Act, as having no significant occupational exposure to bloodborne pathogens, and as Safety-Sensitive; this employee is subject to pre-employment, reasonable suspicion, post-accident, random, promotion and transfer, return-to-duty, and follow-up drug and alcohol testing.

**3. EQUIPMENT/JOB LOCATION:**

- a. The employee will operate light-duty vehicles, riding mowers, backhoes, push mowers, weed eaters, chain saws, rakes, shovels, blowers, sprayers, hand saws, hydraulic boom, small tools, and any other equipment associated with golf course maintenance. The employee will also operate telephones, computers, copy machines, and other modern office equipment.
- b. The employee will be working on the golf course grounds and in the maintenance building. The employee will be exposed to loud noise, machinery with moving parts, dirt, dust, tobacco smoke, chemicals, foul odors, and extreme weather conditions. Work is characterized by the necessity for considerable physical exertion, by close daily contact with unpleasant materials, and for working outdoors under occasionally adverse weather conditions.

**4. ESSENTIAL FUNCTIONS OF THE JOB:**

- a. Assists in the planning, coordinating, and monitoring of all maintenance and projects related to the golf course.
- b. Schedules weekly work hours for maintenance employees.
- c. Communicates with all golf course personnel in a professional manner.
- d. Supervises performance of work of maintenance employees.
- e. Trains all maintenance employees on use of equipment with regards to both safety and operation.
- f. Assigns daily work duties to maintenance employees.

- g. Identifies turf diseases and pests.
- h. Reads and understands labels related to chemicals.
- i. Generates spray programs to control pests, diseases, and to promote healthy turfgrass and landscape.
- j. Identifies weeds most common to the transition zone.
- k. Designs, coordinates, and maintains landscaping on the golf course, around the clubhouse, and along the entrance to the golf course.
- l. Retains an understanding of the basic rules of golf and golf etiquette.
- m. Assures that all departmental policies are adhered to by employees.
- n. Promotes good public relations between golf course employees and the golfing public.
- o. Inventories and purchases products related to golf course operations.
- p. Sits, stands, stoops, and walks intermittently.
- q. Performs heavy manual labor for extended periods under all weather conditions, frequently lifting objects weighing 100 pounds.
- r. Operates light-duty vehicles, riding mowers, backhoes, push mowers, weed eaters, chain saws, rakes, shovels, blowers, sprayers, hand saws, hydraulic boom, small tools, and any other equipment associated with golf course maintenance.

**5. ADDITIONAL EXAMPLES OF WORK PERFORMED:**

Performs other duties and special projects as assigned.

**6. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- a. Must be 21 years of age.
- b. Must have legal authorization to work in the United States of America.
- c. Must submit to and pass drug and alcohol screening.
- d. Education equivalent to that represented by graduation from an accredited college with one year of experience in turf-related field preferred; or two years of college or trade school with an emphasis in turf management and three years of experience in turf-related field; or high school diploma or GED and seven years of experience in golf course turf maintenance with extensive background in all areas of golf course management required.
- e. Experience in bent grass turf maintenance required.
- f. Certified pest applicator preferred; or ability to obtain certification within twelve months required. Ability to maintain certified pest applicator status required.
- g. Knowledge of and/or ability to design, coordinate, and maintain landscaping on the golf course.
- h. Knowledge of and/or ability to create spray programs for the golf course including greens, tees, fairways, roughs, and landscaping.
- i. Knowledge of and/or ability to supervise and schedule employees in the golf course maintenance area.

- j. Knowledge of and/or ability to operate all tools and equipment related to golf course operations.
- k. Knowledge of and/or ability to operate business telephones in a professional manner.
- l. Knowledge of and/or ability to inventory and purchase products related to the operation of the golf course.
- m. Knowledge of and/or ability to learn the basic rules of golf and golf etiquette.
- n. Knowledge of and or the ability to learn occupational hazards and safety precautions.
- o. Ability to establish and maintain effective working relations with other employees and the public.
- p. Ability to distinguish between different chemicals, with the ability to read and understand label information.
- q. Ability to report for work on time and perform the duties of the job for an entire workday.
- r. Ability to work flexible hours with some weekend and holiday work required.
- s. Ability to perform frequent overtime work.
- t. Ability to be both firm and tactful in enforcing golf facility and City of Murfreesboro policies.
- u. Ability to give oral and written instructions.

Non-exempt  
Safety-Sensitive  
September 25, 1997